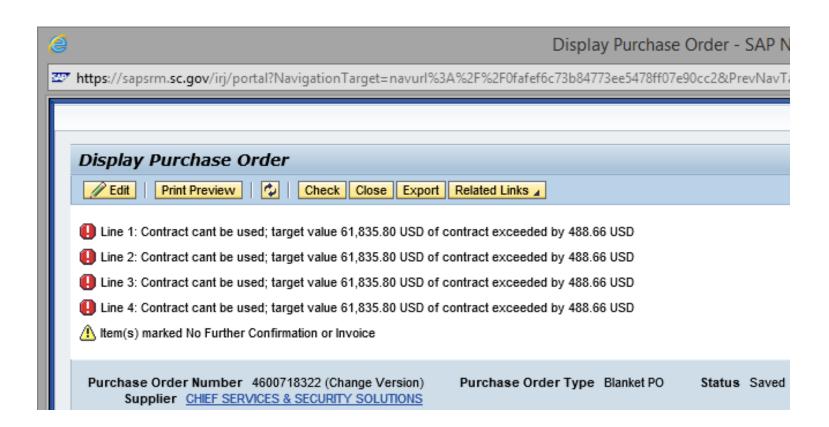
Contract Target Value







THE DIVISION OF PROCUREMENT SERVICES

What to do?

- Determine the reason for the exceeded value
 - Has the contract been completed?
 - Has a change order been issued?
 - Has a purchase order been issued against an incorrect contract?
 - Have purchase orders been closed out incorrectly?
- Does the reason justify an increase in the contract



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What to do?

- Identify the contract number and the contract line item
- If purchase orders have been closed out incorrectly, identify the amount that needs to be adjusted.
 - BW Report PO by Contract Report
- Provide the information to the Procurement Manager for the contract